



Form 4: Application for Five-Yearly Recertification

All examiners certified with AFSAB must undergo an annual recertification. This recertification requires the examiner to be current in the discipline and to have met their jurisdiction's proficiency testing requirements for that year.

Every five years, examiners are required to undergo a more rigorous assessment. In addition to the normal annual requirements, the examiner must demonstrate currency and professional development in the discipline by accumulating 100 points of professional development as outlined in this form.

PART 1: Candidate's Details

Recertification Year:

Discipline: Jurisdiction:

Given Name: Family Name:

Rank/Title: Email:

PART 2: Discipline Proficiency Indicators

A) Candidate's current position, roles and responsibilities including duration within discipline specific forensic field:

B) Candidate's Proficiency Test Results (completed in the 12 months prior to the recertification year):

Internal External Result:

Test Provider: (e.g. AtF, CTS, Forensic Assurance, FTS)

Test Number: (e.g. AtF-2021, 21-5171, 21-5261)

Test Type: (eg Latents, Crime Scene Investigation, Fired Bullets, Fired Cartridge Cases, Serial Number Restoration)

***Please provide copy of completed proficiency test answer sheet with application (not applicable for After the Fact)**

PART 3: Discipline Professional Indicators

In order to meet the professional development requirement of the five-yearly recertification, the candidate must demonstrate their commitment to ongoing development by achieving a minimum of 100 points in this section. Points can be claimed from performing day to day operational duties and through professional development. Candidates must obtain a minimum of 30 points from each of the two sections (A) and (B) below with the additional 40 points coming from either of the sections. Core day to day discipline duties and professional development shall have been completed in the five years immediately prior to the due date of this recertification.

Candidates are only required to complete details in the development record below. Supporting documentation does not need to be submitted with this form. The candidate's supervisor and organisational head must endorse that the information is true and correct and recommend the candidate for recertification.

Candidates, supervisors and the organisational heads must be aware that AFSAB may, at any time, audit the development of the officer claimed below by calling for supporting documentation to be submitted by the individual/jurisdiction.

PART 3 (A): Core Day to Day Discipline Duties

* **IMPORTANT NOTE:** Evidence must be from preceding five years to recertification year.

Also note the same evidence (e.g. individual cases) **cannot** be used across multiple indicators in this section.

	Indicator & Points Awarded <i>(cite examples achieved in past 5 years)</i>	Evidence		Total Points	AFSAB Confirmed Points
1	<p><u>Undertake casework</u> <i>(Casework may involve field examinations, laboratory examinations or office based comparisons being undertaken for evidentiary purposes)</i></p> <p>10 points per case (Max 20 points)</p>	Date completed:	Case reference number(s):		
2	<p><u>Technically review casework</u> <i>(Must be technical review of casework which may involve field examinations, laboratory examinations or office based comparisons. Administrative reviews are not applicable)</i></p> <p>5 points per case (Max 20 points)</p>	Date completed:	Case reference number(s):		
3	<p><u>Prepare forensic brief of evidence for court</u> <i>(Brief of evidence may contain statements, court reports, expert certificates, charts, photographs etc.)</i></p> <p>10 points per case (Max 20 points)</p>	Date completed:	Case reference number(s):		
4	<p><u>Provide expert evidence in a court of law</u> <i>(Evidence may be in any recognised court of law, in person or via teleconference/ video link. Pre-trial conferences and moot courts are not applicable)</i></p> <p>10 points per 1 hour - accumulative (Max 20 points)</p>	Date completed:	Case reference number(s) and hours of evidence:		
5	<p><u>Provide technical advice/feedback to other areas within jurisdiction or to other jurisdictions</u> <i>(Advice may be provided verbally or in writing, but must be technical in nature)</i></p> <p>5 points per instance (Max 20 points)</p>	Date completed:	Nature of advice and area advice provided to:		
6	<p><u>Manage or co-ordinate major scenes and/or investigations</u> <i>(Refers to any major scene or investigation attended as part of your core day to day duties)</i></p> <p>10 points per investigation (Max 20 points)</p>	Date of scene investigation:	Case reference number(s):		
Total points claimed in Professional Indicators – Part 3(A) Day to Day Duties (Minimum 30 points)					

PART 3 (B): Professional Development

	Indicator & Points Awarded <i>(cite examples achieved in past 5 years)</i>	Evidence		Total Points	<small>AFSAB Confirmed Points</small>
1	Deliver discipline specific training <i>(Refers to training delivered to one or more people as part of a formalised training program, workshop or course)</i> 5 points per 8 hour period - cumulative (Max 30 points)	Date and hours:	Subject(s) delivered:		
2	Undertake/complete ongoing discipline specific training <i>(Don't include any training undertaken to achieve initial expert status)</i> 5 points per 8 hour day - cumulative (Max 30 points)	Date and hours:	Course Name and Facilitator:		
3	Complete a formal qualification relevant to your discipline or role <i>(Don't include any qualification undertaken to achieve initial expert status)</i> 15 points (Max 15 points)	Date awarded:	Name of qualification:		
4	National, jurisdictional or personal representative on committees <i>(Personal refers to representation on a work related committee such as ANZFSS)</i> 10 points per committee (Max 20 points)	Date held:	Committee and position held:		
5	Jurisdictional representation at workshops <i>(Any discipline relevant workshop attended to contribute to the outcome or for the purpose of professional development)</i> 10 points per workshop (Max 20 points)	Date(s):	Workshop:		
6	Participate in jurisdictional or national exercise <i>(Exercises include any simulations or capability development exercises)</i> 10 points per exercise (Max 30 points)	Date:	Name and nature of exercise:		
Additional Information					

PART 3 (B): Professional Development (continued)

	Indicator & Points Awarded <i>(cite examples achieved in past 5 years)</i>	Evidence		Total Points	AFSAB Confirmed Points
7	<p><u>Participate as an internal or external AFSAB assessor</u> <i>(Full assessment must be completed within the five year period)</i></p> <p>10 points per candidate assessed (Max 30 points)</p>	Date:	Candidate Name:		
8	<p><u>Participate as an external NATA technical assessor</u> <i>(Technical assessment must relate to the discipline in which you are AFSAB certified)</i></p> <p>10 points per assessment (Max 20 points)</p>	Date:	Agency Name:		
9	<p><u>Conduct or supervise a research project relevant to your discipline</u> <i>(Refers to a high level of involvement in the strategic direction of the project. Research project outcomes should be available at least within your jurisdiction)</i></p> <p>20 points per project (Max 20 points)</p>	Dates involved:	Name of project, brief overview and where outcome(s) available:		
10	<p><u>Participate in a research project relevant to your discipline</u> <i>(Refer to involvement as a test participant. Research project outcomes should be available at least within your jurisdiction)</i></p> <p>5 points per project (Max 20 points)</p>	Dates involved:	Name of project, brief overview and where outcome(s) available:		
11	<p><u>Write a paper published in a recognised journal or publication</u></p> <p><i>Peer reviewed - 20 points per publication Non-peer reviewed - 10 points per publication</i></p> <p>(Max 40 points)</p>	Date and Issue:	Paper name and publication name:		
12	<p><u>Write/develop/amend operating procedures, policies or training package</u> <i>(Amendments must be to technical content, not just for administrative purposes)</i></p> <p>5 points per policy, procedure or training module (Max 30 points)</p>	Date:	Name of policy, procedure or training module:		
13	<p><u>Attend conference or symposium</u> <i>(Refers to any recognised conference or symposium attended for the purpose of professional development)</i></p> <p>10 points per event (Max 30 points)</p>	Date:	Name of conference or symposium:		

PART 3 (B): Professional Development (continued)

	Indicator & Points Awarded <i>(cite examples achieved in past 5 years)</i>	Evidence		Total Points	AFSAB Confirmed Points
		Date:	Name of conference or symposium and name of session presented:		
14	<p>Present at conference or symposium <i>(Refers to either an oral or poster presentation at any recognised conference or symposium)</i></p> <p>10 points per oral or poster presentation (Max 30 points)</p>				
<p>Total points claimed in Professional Indicators – Part 3(B) Professional Development (Minimum 30 points)</p>					

PART 4: Additional Information (please reference related indicator number)

PART 5: Total Points Awarded and Recommendation

Total points claimed in Professional Indicators - Part 3(A) Day to Day Duties		
Total points claimed in Professional Indicators - Part 3(B) Professional Development		
Total points claimed (minimum 100 points required)		

This candidate has satisfied the five-yearly recertification requirements, maintained competence, and successfully demonstrated forensic discipline expertise applicable to their position as determined by this jurisdiction and is recommended for recertification for a further period of 12 months.

(Where **not** proposed for recertification, a report detailing the circumstances must be attached).

<input type="text"/>	<input type="text"/>	<input type="text"/>
Candidate Name	Candidate Signature	Date
<input type="text"/>	<input type="text"/>	<input type="text"/>
Supervisor Name	Supervisor Signature	Date
<input type="text"/>	<input type="text"/>	<input type="text"/>
ANZFEC Member Name	ANZFEC Member Signature	Date

Please send completed form to secretariat.nifs@anzpaa.org.au

AFSAB USE ONLY

Date Application Received:

Recertification Approved Not Approved

<input type="text"/>	<input type="text"/>	<input type="text"/>
AFSAB Chair Name	AFSAB Chair Signature	Date